

How We Use Your Information Privacy Notice for Younger Pupils

March 2018



Chesham Preparatory School

PUPIL PRIVACY NOTICE FOR PARENTS OF YOUNGER PUPILS - KEY INFORMATION

This notice contains the key information about how and why we collect your child's personal information and what we do with that information.

Personal information is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at School and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website www.cheshamprep.co.uk. You can also obtain a copy of the full privacy notice by contacting the School on 01494 782619.

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the School retains your child's personal information; and
- our legal grounds for using your child's personal information.

Our primary reason for using your child's personal information is to provide him/her with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We will keep details of your child's address when they leave so we can send them information and find out how they are getting on
- The Bursar is the person responsible at our school for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use your child's personal information.

INTRODUCTION

This notice is to help you understand **how** and **why** we collect your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice please talk to the Bursar.

WHAT IS "PERSONAL INFORMATION"?

Personal information is information that the School holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. We will also hold information such as your child's religion or ethnic group for the purposes of the Department of Education's Census. CCTV, photos and video recordings of your child are also personal information.

HOW AND WHY DOES THE SCHOOL COLLECT AND USE YOUR CHILD'S PERSONAL INFORMATION?

We set out below examples of the different ways in which we use personal information and where this personal information comes from.

1. Our primary reason for using your child's information is to provide your child with an education.
2. The School will also use your child's personal information to safeguard and promote your child's welfare and the welfare of others (for example, so that we can look after your child if they are hurt).

The admissions forms which you complete give us personal information about your child. We get information from your child, his / her teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

3. We will use information about your child during the admissions process e.g. when marking entrance exams and considering any information provided on the registration form. We may let your child's previous school know if they have been offered a place at the School.
4. We need to tell all appropriate members of staff if your child is allergic to something or has a health issue.
5. We will tell your child's teachers if he or she has special educational needs or requires extra help with some tasks.

6. We will need to share information about your child (e.g. about their health and wellbeing) with the School doctor or counsellor:
7. Where appropriate, the School will have information about your religious beliefs and practices. For example, if your child does not eat certain foods. We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
8. We will be told if your child is eligible to receive free school meals so that we can provide these.
9. We record your child's attendance and if he or she has time away from the School we record the reason(s) why.
10. We will need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
11. We may need to share information about your child with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School.
12. The School is a charity which means that in exceptional circumstances we may need to share your child's information with the Charity Commission e.g. in the event of a serious incident.
13. When we are inspected by the Independent Schools Inspectorate / Ofsted we will have to make your child's information available to the inspectors to assist them with their inspection.
14. If the School receives a complaint or grievance which involves your child we will need to use their information to deal with this appropriately. For example, if you make a complaint or if another parent complains about an issue which involves your child.
15. We are legally required to provide the Department for Education with certain information about your child. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which includes information about your child. But they are only allowed to do this for limited purposes and they must be very careful about how they use your child's information. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
16. We will need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the School.
17. If your child is from another country we have to make sure that they have the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about your child to UK Visas and Immigration.
18. When your child takes part in sporting or other extra-curricular activities at other schools, we will provide the other school with relevant information about your child's medical history or dietary requirements so that they can look after your child. We may also need to provide this information to travel agents or hotels which are used for school trips.
19. Depending on where your child will go when they leave us we will provide their information to other schools and colleges. For example, we will share information about your child's exam results and provide references.
20. We are a member of the Independent Association of Prep Schools (IAPS) which enables us to enter your child into inter-school sporting competitions. To do this we must provide IAPs with information about your child's participation in these activities.
21. If your child takes part in activities hosted by outside clubs (e.g. AS Judo and Wycombe Wanderers Football) we will share information about your child with them. For example, name and date of birth.
22. If your child has a safeguarding file, we are legally required to pass this file to their next school.
23. If your child takes public examinations we will need to share information about them with examination boards. For example, if your child requires extra time in exams.
24. We may need to share information with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your child's classmates is injured at School or if there is a burglary.
25. We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your child's information with them if this is relevant to their work.
26. If your child has misbehaved in a serious way, and the police have become involved, we will need to use information about the action taken by the police.
27. We may share some information with our insurance company to make sure that we have the insurance cover that we need.
28. We will share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.
29. We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your child's form teacher.
30. We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We will continue to use these photographs and videos after your child has left the School.
31. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. If you have any concerns about us using photographs or videos of your child please speak to your child's form tutor.
32. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
33. We will keep details of your child's address when they leave so we can send information and find out how they are getting on.
34. The School must make sure that our computer network is working well and is secure. This may involve information about your child, for example, our anti-virus software might scan files containing information about your child.

We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about your child when checking the security of our IT network; and
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

If you have any questions about the above, please speak to your form tutor.

OUR LEGAL GROUNDS FOR USING YOUR CHILD'S INFORMATION

This section contains information about the legal basis that we are relying on when handling your child's information as described above.

Legitimate interests

This means that the School is using your child's information when this is necessary for the School's legitimate interests or someone else's legitimate interests. We won't rely on this ground when your child's interests and fundamental rights override our legitimate interests. Specifically, the School has a legitimate interest in:

- Providing your child (and other children) with an education and making sure that your child is behaving properly.
- Complying with our agreement with you for your child to be at the School.
- Keeping the school buildings safe.
- Making sure that the School is well managed and that we protect the School's reputation.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to build new buildings and using photographs of your child in promotional material such as on our website and in the prospectus.
- Ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).
- Using your child's information in connection with legal disputes.
- Facilitating the efficient operation of the School.

In addition your child's personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another pupil.

The School is relying on legitimate interests for all of the 34 purposes listed above except number 15.

Legal obligation

Where the School needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We will also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legal obligation is relevant to the following purposes listed above: 10, 11, 12, 13, 15, 17, 18, 20, 24 and 26.

Vital interests

In limited circumstances we may use your child's information to protect your child's vital interests or the vital interests of someone else (e.g. if your child or they are seriously hurt).

Performance of a task carried out in the public interest (or carrying out public tasks)

This applies where what we are doing is for the benefit of people generally. The following are examples of where this applies:

- providing your child and others with an education;
- safeguarding and promoting your child's welfare and the welfare of other children;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

The School is carrying out a public task in respect of the 34 purposes listed above except numbers: 15, 30, 31, 32, 33 and 34.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example the School will use information about your child's health to look after him / her. We may also use other types of special category personal data about your child to provide them with an education, to look after your child and their classmates or when the School is inspected. The School is carrying out a public task in respect all of the 34 purposes listed above except numbers: 30, 31, 32, 33 and 34.

Employment and social protection and social security law

There will be times when the School needs to use your child's information because we are an employer. Also the School will use your child's information to comply with social protection law (e.g. to look after your child) and social security laws. The School is relying on this ground for the following purposes in particular: 2, 6, 10, 20 and 26.

Vital interests

In limited circumstances we may use your child's information to protect your child's vital interests or the vital interests of someone else (e.g. if your child or they are seriously hurt).

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims and is relevant to purposes 24 and 27 in particular.

Medical purposes

This includes medical treatment and the management of healthcare services. This applies to the following purposes especially: 2 and 6.

CRIMINAL OFFENCE INFORMATION

In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations and to look after our pupils.

MULTIPLE LEGAL GROUNDS

As you will see from the table above, in some cases we will rely on more than one ground for a particular use of your child's information. For example, we will rely on legitimate interests and public interest grounds when using your child's information to look after your child and his / her classmates and when providing your child with an education.

The ground that we will rely on for a particular purpose may vary depending on the circumstances. For example, if we decide to tell the local authority something about a pupil because we are worried about their welfare, sometimes this will be because we have a legal obligation to do so but on other occasions we may tell the local authority because we are worried about the pupil even if we don't have a legal obligation to report something (in which case we would be relying on legitimate interests and public interests).

CONSENT

We may ask for your consent to use your child's information in certain ways as an alternative to relying on any of the grounds in the table above. If we ask for your consent to use your child's personal information you can take back this consent at any time.

Any use of your child's information before you withdraw your consent remains valid. Please speak to your child's form teacher if you would like to withdraw any consent given.

SENDING INFORMATION TO OTHER COUNTRIES

We may send your child's information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may store your child's information on cloud computer storage based overseas.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your child's information to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Bursar:

FOR HOW LONG DO WE KEEP YOUR CHILD'S INFORMATION?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website www.cheshamprep.co.uk.

WHAT DECISIONS CAN YOU MAKE ABOUT YOUR CHILD'S INFORMATION?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Some of your child's rights are listed as follows:

- **Rectification:** if information is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about your child and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your child's information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** our use of information about your child may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your child's information where:
 - we are using it for direct marketing purposes (e.g. to send your child the School magazine);
 - the legal ground on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal grounds for using your child's information" above;
 - we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your class for historical reasons.

The Bursar can give you more information about your child's data protection rights.

FURTHER INFORMATION AND GUIDANCE

This notice is to explain how we look after your child's personal information. The Bursar can answer any questions which you might have.

Please speak to the Bursar if:

- you object to us using your child's information for marketing purposes e.g. to send your child information about school events. We will stop using your child's information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.